



January 1, 2019

UCCS Staff Performance Award Program

The Staff Performance Award Program is designed to promote and reward outstanding performance by staff at the University. The Staff Association Executive Board seeks to recognize employees who exemplify excellence through their daily commitment to the University. It is the hard work and dedication of these staff members that makes our success possible.

CLASSIFIED /PROFESSIONAL EXEMPT STAFF EMPLOYEE OF THE QUARTER Eligibility

Full-time staff members can be nominated for an award. Nominations may come from supervisors, subordinates, peers, faculty, and students. The Staff Performance Awards Committee, a cross functional team of staff, is responsible for soliciting nominations, selecting winners and the administrative support of the awards process. An award may not be given if the nominations do not provide sufficient justification of deserving performance. Nominee does not need to meet each individual consideration listed below but demonstrate excellence in one or more area.

Award Winners Receive

- An award certificate.
- \$100 one time award (taxes withheld).
- Designated Parking Spot and free parking for one quarter.
- \$40 worth of goods at the bookstore.
- Acknowledgement in the Communique and during a Staff Meeting.
- One Day of Administrative Leave.

Considerations

- Have a significant impact on the university through outstanding dedication; competence; conscientious performance; improved student experience; excellent customer service; and, ingenuity.
- Contribute to and demonstrate a commitment to the university's core purpose and values;
- Have significantly improved customer service, increased customer satisfaction or improved campus experience;
- Have significantly improved a work process or system or have significantly increased the efficiency of an operation or unit;
- Have demonstrated an exceptional ability to foster collaboration, communication, and cooperation among colleagues and university constituents; or,
- Have performed at a level above and beyond normal job requirements.
- Demonstrate exceptional leadership ability;
- Contribute to and demonstrate a commitment to the university's core purpose, values, and principles of ethical behavior;
- Create a positive and motivating work environment;
- Encourage professional development; and
- Demonstrate fairness and equity in resolving issues.

After winning the award, an individual would not be eligible to win again for another three (3) years.

Nomination Process

Nominations may come from supervisors, subordinates, peers, faculty, and students. The nomination form is available for download on the Staff Association website. Nominations are sent to the Staff Performance Award Committee Chair (see Staff Association website for current contact information). Once submitted, nominee will be considered for up to 3 subsequent quarters.

Nomination Deadline

Quarterly deadlines will be posted on the Staff Association webpage

UCCS Mission, Vision and Values

Mission

The Colorado Springs campus of the University of Colorado shall be a comprehensive baccalaureate and specialized graduate research university with selective admission standards. The Colorado Springs campus shall offer liberal arts and sciences, business, engineering, health sciences, and teacher preparation undergraduate degree programs, and a selected number of master's and doctoral degree programs.

Vision

UCCS, a premier comprehensive undergraduate and specialized graduate research university, provides students with academically rigorous and life-enriching experiences in a vibrant university community. We advance knowledge, integrate student learning with the spirit of discovery, and broaden access to higher education for the benefit of southern Colorado, the state, nation and world.

Core Values

We see these values of excellence as our guiding principles:

- Student Focus
- Integration
- Innovation
- Collaboration
- Inclusive Diversity
- Dynamic Responsible Growth
- Integrity

Student Focus

We value students and never forget that students are our reason for being. We consider students and student outcomes in all the decisions we make. We provide a supportive environment in order to create lasting and significant educational experiences for every student.

Integration

We value integration of teaching with research and creative work. Scholarship enriches teaching and teaching enriches scholarship. We see these activities as interdependent, allowing for synergies that benefit students, faculty and all members of the university community.

Innovation

We value innovation and an entrepreneurial spirit. We are creative problem solvers in the classroom, in our research and in our campus operations. We are catalysts for economic, social and cultural changes in our communities. We provide opportunities for our community members to develop the skills of innovation and creative expression.

Collaboration

We value collaboration and teamwork as absolutely necessary for success in today's world. We model collaboration in our research, teaching, and campus operations. We actively seek opportunities to collaborate, build partnerships and engage with external organizations.

Inclusive Diversity

We value inclusive diversity as a foundation for teaching and scholarship that prepares students, faculty, staff and community members for both local and global multicultural realities. We provide an open, safe and supportive campus environment based on mutual respect, engagement and learning for everyone including those from the full spectrum of backgrounds, social identities, abilities, cultures, perspectives and university roles.

Dynamic Responsible Growth

We value dynamic growth while continuing to be financially responsible, academically sound and environmentally sustainable. We meet the future with energy, enthusiasm and a commitment to retaining a close, interconnected campus community.

Integrity

We value integrity and expect ethical behavior from each member of the campus community in all interactions. We build an environment where we treat each other with respect and appreciate each other's contributions.

Principles of Ethical Behavior

1. Responsible Conduct

University of Colorado employees are expected to conduct themselves ethically, and in compliance with all applicable laws, regulations, and university policies. University employees are expected to practice and model ethical and responsible behavior in all aspects of their work. Expected conduct includes conducting fair and principled business transactions; acting in good faith; being personally accountable for individual actions; conscientiously fulfilling obligations towards others; and communicating ethical standards of conduct through instruction and example.

2. Respect for Others

The University of Colorado recognizes that people are the most important resource in accomplishing its mission in the areas of teaching, research, community service, and patient care. The University of Colorado values academic freedom, diversity, and respect for all persons. The university is committed to the principle of non-discrimination and does not tolerate harassment on any basis, including sex, race, ethnicity, religion, gender, sexual orientation, gender identity, gender expression, age, political affiliation, or political philosophy. University employees are expected to treat colleagues, co-workers, and students with respect, professionalism, and dignity in all interactions and communications.

3. Conflicts of Interest

As a state institution, it is imperative for both legal and ethical reasons that university employees do not improperly benefit from their positions of trust at the university. University employees are expected to avoid actual and perceived conflicts of interest related to their work and position. Actual or potential conflicts must be appropriately disclosed in accordance with university conflict of interest and conflict of commitment policies, so that such conflicts may be reviewed, and as appropriate, managed or eliminated. Employees are responsible for identifying potential conflicts and seeking appropriate guidance.

Conflicts of interest may also arise in the context of gifts, travel, and entertainment. University employees are expected to conduct themselves so as to ensure that their positions are not misused for private gain with respect to the acceptance of gifts and the undertaking of university-related travel or entertainment. University employees may not solicit, accept, or agree to accept any benefit that is intended to influence the employee in the performance of his or her university duties.

4. Research and Academic Integrity

As members of a top research university, employees have significant responsibility to ensure that research and academic work is conducted with the highest integrity, and in compliance with federal and state laws, and university policies. Academic freedom can flourish only in a community that values intellectual integrity. University of Colorado researchers and scholars are expected to protect people and humanely treat animals involved in research or teaching; and follow and demonstrate accountability for sponsors and regulatory body requirements. In addition, researchers and scholars are to ensure originality of work, accurately and fairly publish information, and fairly assign authorship credit on the basis of intellectual contributions.

5. Stewardship of University Property

The university is committed to responsible stewardship of university resources, and employees are expected to ensure that university property, funds, and technology are used appropriately. These responsibilities include using university property, equipment, and resources only for legitimate university purposes; promoting efficient operations; following sound financial practices; and engaging in appropriate accounting and monitoring.

University property includes the university seal, name, and logo. The university regulates the use of its seal, name and related trademarks and logos in order to protect the university's reputation and to ensure that their use is related to the university's educational, research, community service, and patient care missions.

6. Contributing to a Safe Workplace

The University of Colorado is committed to protecting the health and safety of the university community and creating a safe working and learning environment. Safe workplace practices include participating in applicable training sessions, using appropriate personal safety equipment; and reporting accidents, injuries, and unsafe situations. University employees are expected to conduct their activities in an environmentally responsible manner. This includes carefully handling chemical, radioactive and biological waste, and disposing of hazardous waste and other potentially harmful agents in an environmentally safe manner.

The illegal use and possession of controlled substances and the possession of firearms, explosives, and other weapons on university premises compromises the safety of the university community. The University of Colorado prohibits the unlawful manufacture, distribution, possession, or use of controlled substances and the possession of weapons in or on any premises or property owned or controlled by the University of Colorado.

7. Privacy and Confidentiality

University employees are the creators and custodians of many types of information. Such information may relate to students, employees, alumni, donors, research sponsors, patients and others. Employees are expected to comply with applicable legal, contractual, and policy obligations to maintain the confidentiality of such information, protect it from improper disclosure, and protect the privacy interests of individuals. To meet these responsibilities, University employees are expected to follow document preservation and retention guidelines, and maintain data security using electronic and physical safeguards.

8. Open and Effective Communication

The University of Colorado is committed to open communication and an environment of transparency. Communicating openly with both internal and external constituents improves relationships and allows the university to operate more effectively. Employees who have questions about a policy, decision, or activity are encouraged to discuss the issue with the individual(s) directly involved before discussing it with others. Supervisors are expected to respond in a timely manner to concerns and communicate with all individuals involved in the matter. The university is committed to providing the community with accurate information regarding the business and affairs of the university. For this reason, and in order to provide a coordinated, accurate, and timely response, all media and legislative inquiries should be directed to the Office of University Relations.

9. Reporting Suspected Misconduct

The University of Colorado is committed to meeting federal and state legal requirements and fostering a culture of compliance. University employees are expected to report known and suspected violations of university policies, as well as violations of applicable laws and regulations to appropriate offices. The university provides several options for reporting violations. Employees are encouraged to first report any known or suspected violations to their direct supervisor. Fraud, theft, embezzlement, abuse, or waste

may be reported to the University Department of Internal Audit. The University's Ethics Hotline allows individuals to anonymously report concerns involving a possible violation of law, regulation, or policy. All university employees who act in good faith in reporting known or suspected violations of law or university policy are protected from retaliation.

Recognition Program Approval:

K. Anja Wynne

K. Anja Wynne (Jan 3, 2019)

K. Anja Wynne, Ph.D.
Chief Human Resources Officer

Charles Litchfield

Charles Litchfield (Jan 3, 2019)

Chuck Litchfield
Vice Chancellor Administration and Finance